Web Submission of Investigation Reports (WSIR) Quick Reference

This Quick Reference Guide summarizes the WSIR web form. The sections are shown in the order you will see them; required and optional fields are listed for each section. In this reference guide, the **highlighted** fields in the images show examples of how to complete the required fields (the fields are not highlighted in the actual WSIR web form). All required fields must be completed. If any required information is missing, the web form will display an error message.

To Access WSIR:

- 1. Go to: https://vpcr.justicecenter.ny.gov/siebel/app/wsir/enu
- Enter your e-mail address & complete the reCAPTCHA

The Web Submission of Investigation Report (WSIR) application enables users to electronically submit investigation details by automatically transferring information to the Vulnerable Personal Central Register (VPCR). Enter an email address below to receive an authorization code granting you access to the WSIR application.



- 3. Retrieve the Authorization Code that was e-mailed to you
- 4. Enter your Authorization Code & click Submit

	Enter the authorization code below.
Authorization Code	Code
	Submit

WSIR Welcome Screen

Required *

Your Full Name

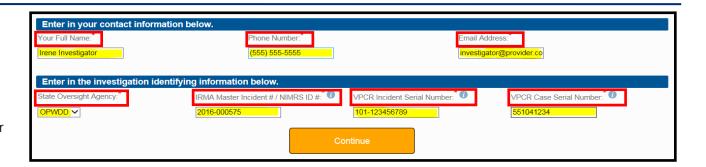
Phone Number

Valid Email AddressState Oversight Agency

IRMA Master Incident #/

VPCR Incident Serial Number

VPCR Case Serial Number



Section 1: Case

Required -

Input **N/A** if law enforcement is not involved

Law Enforcement
Involvement Comments to
include: Agency/Precinct,
Officer Name & Badge
Number, Status of Case

VPCR Case Serial Number: 511064292 VPCR Incident Serial Number: 101-504648101 IRMA/NIMRS #: 4499379

State Oversight Agency: OMH ▼

Suffolk County PD- Officer Smith (Badge # 5414) responded from the 70th precinct. Statements were taken but they did not accept the case. Report obtained



Section 2: Contacts (Individuals involved in the case) Contacts • Required * Victim - ALL must be entered Subject - ALL must be entered 123 Main S Columba 123 Main St Investigator Director or CEO/President ☐ All Personal Representatives (unless \odot marked as a self-advocate) N/A N/A All other roles are optional < When you add a contact, the column headings that must be completed for that Role are highlighted in yellow Notes All addresses must be current and verified For Victim(s), you must select Yes/No in the column "Is the Victim Under the Age of 18?" If Yes, race and ethnicity values are required If the Subject or Victim is Unknown, please click +Unknown/Anonymous button in the bottom applet to add an Unknown Global Contact If you utilize the Unknown Global Contact for a Victim or Subject, no additional information is required If an Unknown Global Contact(s) is present when you first access the case, you can utilize this contact(s) in Section 3, if applicable. **Section 3: Offenses** You must include an offense row Required * 🗆 Offenses for every offense committed by a subject against a victim Description Unknown Subjects Count Victim Full Name **Note:** You must include an offense row for each allegation, even if you believe the allegation is Subject Full Name un-substantiated. For systemic offenses, create an unknown subject (using global contact) Date Offense Occurred (or range) Description field should include a generic description of the allegation without specific names. Date of Determination Example: Subject left the residence while assigned 1:1 supervision of the person receiving services Investigation Outcome **Section 4: Attachments** Attachments **Required*** File Name Type: Final Report You are required to upload all referenced supporting test file attachment wair documentation, testimonial evidence, video footage Final Repor as well as color photographs to the case file. If you have deleted an attachment and need to add it **Note**: For large files use the following link: back, you must add it using a different file name https://mysend.ny.gov/nys/send/to/dropbox/justice-center-soa-reviews Section 5: Review & Submit I recognize that once this form is submitted. I will no longer be able to submit additional updates to the investigation case via this online webform. I certify that the information provided on this form is accurate to the best of my knowledge.* **Required*** Review the information you entered in the web form Note: You will receive a confirmation email upon successfully submitting this report. The email will be sent to the email address you entered on the authorization page. Upon clicking Submit, please check your email to ensure the web-form was successfully submitted. Read the affirmation statement

Click on the check box

Click Submit

Review the Successful WSIR submission of investigation report email sent to the Email Address entered in the WSIR Welcome Screen